

DSHS 10-389A (REV. 08/2006)



## INSTRUCTIONS FOR COMPLETING RESIDENTIAL CARE SERVICES FORM DSHS 10-389A

- For *initial licensing inspections*, verify or reconcile the information provided by Construction Review Services, Department of Health on this form according to the instructions below.
- For *updating a room list for currently licensed boarding homes*, complete this form according to the instructions below.

Enter the following information in the corresponding spaces:

- A. The name of the boarding home:
  - As it appears on the boarding home license, or if there is no current license,
  - As it appears on the boarding home application for a license, or if there is no license application,
  - As it appears on the Construction Review Services request for plans review.
- B. The wing, floor or building unit to identify what section of the boarding home each room is in.
- C. The identifier for room, such as room number or name.
- D. The approved use of the room, such as a “dining room,” “library,” “activities,” “common use toilet,” “reception area,” “nurses’ room,” “laundry,” etc.
- E. The floor space for each room.
- F. The “Occupant load” determined by dividing the square feet listed in column “E” by ten square feet.
- G. Any explanatory comments.